

Part Time Custodian/Maintenance for City of Aransas Pass

JOB DESCRIPTION:

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly, and safe environment for several buildings within the City of Aransas Pass.

SCOPE:

Performs custodial and maintenance duties for the City of Aransas Pass, troubleshoots and performs minor repairs to buildings, works closely with other employees and the public to meet the custodial needs of the different buildings, & resolves problems to ensure efficient and safe operations.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

- Schedules, coordinates, directs, and performs routine and comprehensive custodial maintenance of Library, City Hall, and Police Department.
- Vacuums, shampoos, and spot cleans carpets and furniture as needed.
- Removes trash.
- Cleans and disinfects restrooms, orders and stocks restrooms with paper and supplies.
- Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms.
- Troubleshoots and repairs minor plumbing and electrical problems. Replaces a variety of light bulbs and lighting accessories.
- Identifies stains and uses proper chemicals for removal.
- Minor grounds keeping and landscaping.
- Maintains inventory and submits written requests for cleaning supplies.
- Maintains cleaning equipment and requests equipment maintenance when necessary from supervisor.

SPECIAL REQUIREMENTS:

- Must be able to perform physical activities. These include lifting heavy items (up to 50 lbs.), bending, climbing or walking.
- Must be able to work safely in an environment containing chemicals, cleaning materials, dust and noise.
- Must be able to work some weekends and evenings but the hours are flexible
- Must pass drug screening, physical, and background check with fingerprinting.
- Must have the ability to work effectively in and around the public.
- Must be able to understand and carry out oral and written directions.
- Must maintain cooperative working relationships and demonstrate respect for a diverse population.